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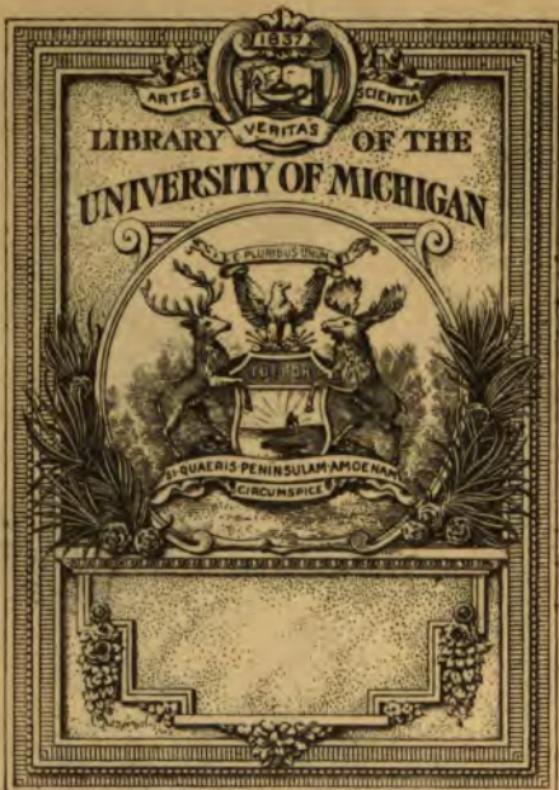
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ASTOR, LENOX AND TILDEN FOUNDATIONS.

SECOND EDITION.

NEW YORK

1905.



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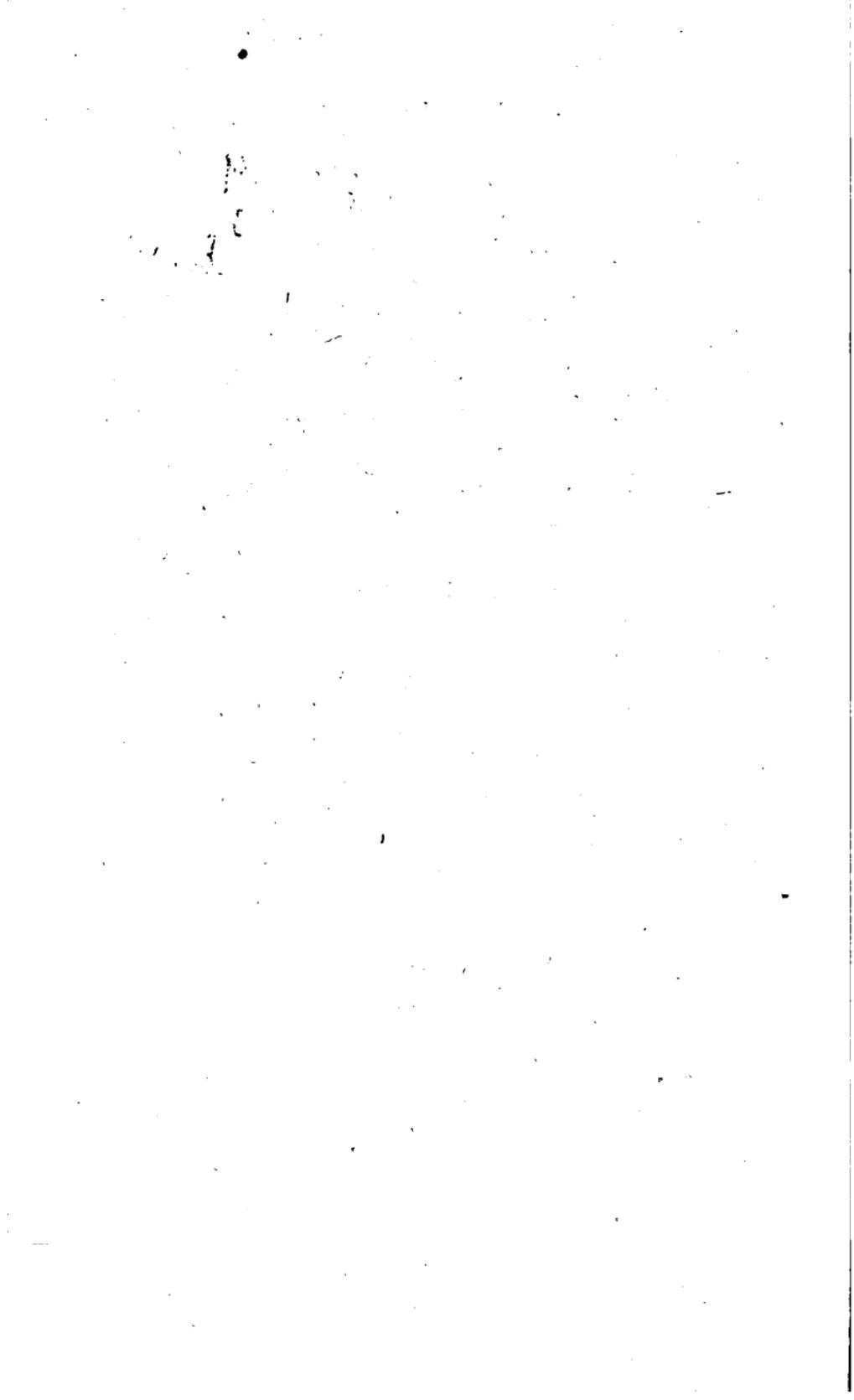


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SECOND EDITION.

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NEW YORK

1905.

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## REGULATIONS.

The reference branches are open, for consultation of books within the buildings, daily excepting Sundays, New Year's Day, Independence Day, and Christmas, from 9 A. M. to 6 P. M. Their reading rooms and exhibition rooms are free to all, but children under fifteen years of age must be accompanied by an adult.

The circulation branches are open from 9 A. M. to 9 P. M., daily excepting Sundays and holidays (Carnegie branches are open on holidays). Privilege of withdrawing books is free to all residents of the city.

## REFERENCE BRANCHES.

Lafayette Place, 40 (below 8th St.), ASTOR. 70th St. and Fifth Ave., LENOX.

## CIRCULATION BRANCHES.

### MANHATTAN.

- † East Broadway, 31. (CHATHAM SQUARE.)
- EAST BROADWAY, 197. (Educational Alliance Building.)
- ELDRIDGE STREET, 184, corner of Rivington. (University Settlement Building.)
- BOND STREET, 49. Near the Bowery.
- 8th Street. 135 Second Avenue. (OTTENDORFER.)
- † 10th Street, 331 East. (TOMPKINS SQUARE.)
- 13th Street, 251 West. Near Eighth Avenue. (JACKSON SQUARE.)
- \* 22d Street, 230 East. Near Second Avenue. (EPIPHANY.)
- \* 23d Street, 130 West. Near Sixth Avenue. (MUHLENBERG.)
- \* 34TH STREET, 215 East. Near Third Avenue.
- \* 40th Street, 501 West. Between Tenth and Eleventh Avenues. (ST. RAPHAEL'S.)
- \* 42d Street, 226 West. Near Seventh Avenue.  
(GEORGE BRUCE. Department headquarters.)
- \* 50th Street, 123 East. Near Lexington Avenue. (CATHEDRAL.)
- \* 51st Street, 463 West. Near Tenth Avenue. (SACRED HEART.)
- 59TH STREET, 113 East. Near Lexington Avenue.
- † 67TH STREET, 328 East. Near First Avenue.
- † 68th Street. 190 Amsterdam Avenue. (RIVERSIDE. TRAVELLING LIBRARIES.)
- 76TH STREET, 538 East.
- † 79th Street, 222-224 East. Near Third Avenue. (YORKVILLE.)
- \* 82d Street. 2279 Broadway. (ST. AGNES.)
- 86TH STREET. 536 Amsterdam Avenue.
- \* 91st Street, 121 West. Between Columbus and Amsterdam Avenues.  
(BLIND LIBRARY.)
- 100th Street, 206 West. Near Broadway. (BLOOMINGDALE.)
- 110th Street, 174 East. Near Third Avenue. (AGUILAR.)
- 123d Street, 32 West. Near Fifth Avenue. (HARLEM LIBRARY.)
- † 125TH STREET, 224 East. Near Third Avenue.
- \* 156th Street. 922 St. Nicholas Avenue. (WASHINGTON HEIGHTS.)

### RICHMOND.

- † PORT RICHMOND. Corner of Bennett Street and Heberton Avenue.
- † TOTTENVILLE. Amboy Road, near Prospect Avenue.

\* No separate reading room attached.

† Carnegie branches, open every week day, holidays included.

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## I.

### HISTORICAL INTRODUCTION, WITH STATISTICS.

The New York Public Library, Astor, Lenox and Tilden Foundations, was formed by the consolidation, on the 23d of May, 1895, of the three corporations, "The Trustees of the Astor Library," originally incorporated January 18, 1849, "The Trustees of the Lenox Library," originally incorporated January 20, 1870, and "The Tilden Trust," originally incorporated March 26, 1887.

The consolidation was effected under the provisions of Chapter 541 of the Laws of 1892, as amended by Chapter 209 of the Laws of 1895.

In the agreement for consolidation it was provided that the name of the new corporation should be "The New York Public Library, Astor, Lenox and Tilden Foundations"; that the number of its trustees should be twenty-one, to be selected from the thirty-three members of the separate boards; and that "the said new corporation shall establish and maintain a free public library and reading room in the City of New York, with such branches as may be deemed advisable, and shall continue and promote the several objects and purposes set forth in the

respective acts of incorporation of 'The Trustees of the Astor Library,' 'The Trustees of the Lenox Library,' and 'The Tilden Trust.'

The first meeting of the trustees of the new corporation was held May 27, 1895. The remainder of the year was taken up largely with discussion of problems relative to the business organization and future policy of the new corporation. In December, Dr. John Shaw Billings, U. S. A. (retired), was chosen Director, but he did not enter fully upon his duties until June, 1896. The general policy determined on is set forth in the succeeding section relative to the future of the library and the new building, on page 58.

At the time of the consolidation the Astor library owned its site and buildings, had an endowment fund of about \$941,000, producing an annual income of about \$47,000, and contained 267,147 volumes. The Lenox library owned its site and building, had an endowment fund of \$505,500, producing an annual income of \$20,500, and contained about 86,000 volumes. The Tilden Trust possessed Mr. Tilden's private library, containing about 20,000 volumes, and an endowment fund estimated at \$2,000,000, making the total number of volumes in the New York Public Library 353,147, and the total endowment fund about \$3,446,500.

Since that time the annual accessions to the library, by purchase and by gift, have been at

the rate of 40,000 volumes and 25,000 pamphlets, and the joint libraries in 1905 contain 1,088,391 volumes and 247,537 pamphlets. Of these about 450,000 volumes and 200,000 pamphlets are in the Astor building, and 200,000 volumes and 100,000 pamphlets are in the Lenox building. Statistics of the number of volumes in various departments are given on pages 56-57, and for the Circulation Department on page 65.

Certain departments have the benefit of special endowments; thus a fund was given by Mr. Jacob H. Schiff for the purchase of Semitic literature; a fund known as the "James Owen Proudfoot Fund" is devoted to works on naval history; and the "Richard L. Dugdale Fund" to works on sociology and economics.

Even at the time of consolidation the shelving in both the Astor and the Lenox libraries was insufficient and overcrowded, many of the shelves being double banked; since that time over 30,000 feet, or six miles, of shelving have been added, being placed in the available rooms, and filling up most of the alcoves at the Astor building.

Electric light has been introduced into both reference buildings, and the hours of opening, which were formerly from ten A.M. to four P.M., have been extended, and are now from nine A.M. to six P.M.

The number of readers applying for books at Astor and Lenox branches in 1904 was 151,692,

of volumes consulted was 549,696, not including those used at the free reference shelves. The daily average number of readers was 526. The total number of seats for readers in the Astor reading rooms is 248, in the Lenox reading rooms 108.

## II.

### ORGANIZATION.

The corporation is managed by a board of twenty-five trustees, of whom are the Mayor, Comptroller, President of the Board of Aldermen, *ex officio*. The names of the trustees are given on the back of the title-page of this handbook. The trustees hold office continuously and vacancies are filled by the vote of the remaining trustees. No trustee receives any compensation for his services.

Business is prepared for the board by six committees, namely, finance, executive, library, circulation, art, and law; the finance, executive, library, and circulation committees are required to keep minutes of their proceedings, which are laid before the trustees at each regular meeting of the board, such meetings being held on the second Wednesday of each month, from October to June. The fiscal year of the corporation begins on the first day of July.

The general management of the library staff is entrusted to the Director, and the working force is divided into the executive department, the catalogue department, the shelf department, the readers' department, the periodical department, and the print department. The order department and the department in charge of the duplicates and exchanges are divisions of the executive department, which is under the immediate charge of the Director. To the executive department are assigned all matters relating to the appointment, assignment to duty, and payment of members of the staff and other employees, the care and preservation of the buildings and their contents, acknowledgment of gifts, printing of the *Bulletin*, and the transmission of instructions of the trustees to the various departments. This department is charged also with the official correspondence and other general office work of the institution.

The *Bulletin* is published monthly at the Astor building, 40 Lafayette Place, New York City. The regular monthly report of the library is published in it, and it contains, from time to time, various official reports and statements of the corporation, such as the annual report of the Director (published in the October issue), and certain reports of committees. Each issue contains also selections from the manuscript collections of the library, special attention being given to such papers as have not been printed

before. Among these manuscript selections mention may be made of certain letters of Washington, printed from his press-copies; letters of Monroe; the Smyth of Nibley papers relating to early Virginia, etc. Another feature, to which attention is given, is the printing of class lists of books and periodicals in the library relating to various subjects. The lists of periodicals are usually joint lists, containing references to Columbia University Library files, as well as those of the New York Public Library. The class lists include various subjects—South Africa, the Philippine Islands, atlases, needle-work, gardening, fisheries, and others, selected from time to time as current interest may suggest, or for other reasons. The important works received during the month are noticed by short title lists, and a list is given also of the principal donors. The current subscription price is one dollar a year, single numbers ten cents. The edition is not large, and it has become necessary to raise the price of back volumes and single numbers to double the original price, and more. The *Bulletin* is exchanged for equivalent publications of libraries and other institutions. Subscriptions should be sent to I. Ferris Lockwood, Business Superintendent, 40 Lafayette Place, New York City. Communications in regard to exchange should be directed to Dr. John S. Billings, Director, 40 Lafayette Place.

## RECEPTION AND DISTRIBUTION OF BOOKS.

When books are received at the library the parcels are delivered at the receiving room, south of the entrance hall, where they are unpacked and turned over to the executive department; books ordered from dealers, or received in exchange, are marked to show their source; those sent in as gifts are recorded and acknowledged, and a book plate giving the name of the donor is placed in each volume. After these steps the books are transferred to the catalogue department.

Documents, serials, reports of institutions, music, maps, manuscripts, and works belonging to special collections, such as the Jewish, Slavonic, and Oriental collections, are sent to their proper departments for cataloguing; works of a general nature are catalogued in the main cataloguing room. Important articles in current periodicals are indexed in the catalogue department, and cards for these articles are filed under their subjects in the public catalogue.

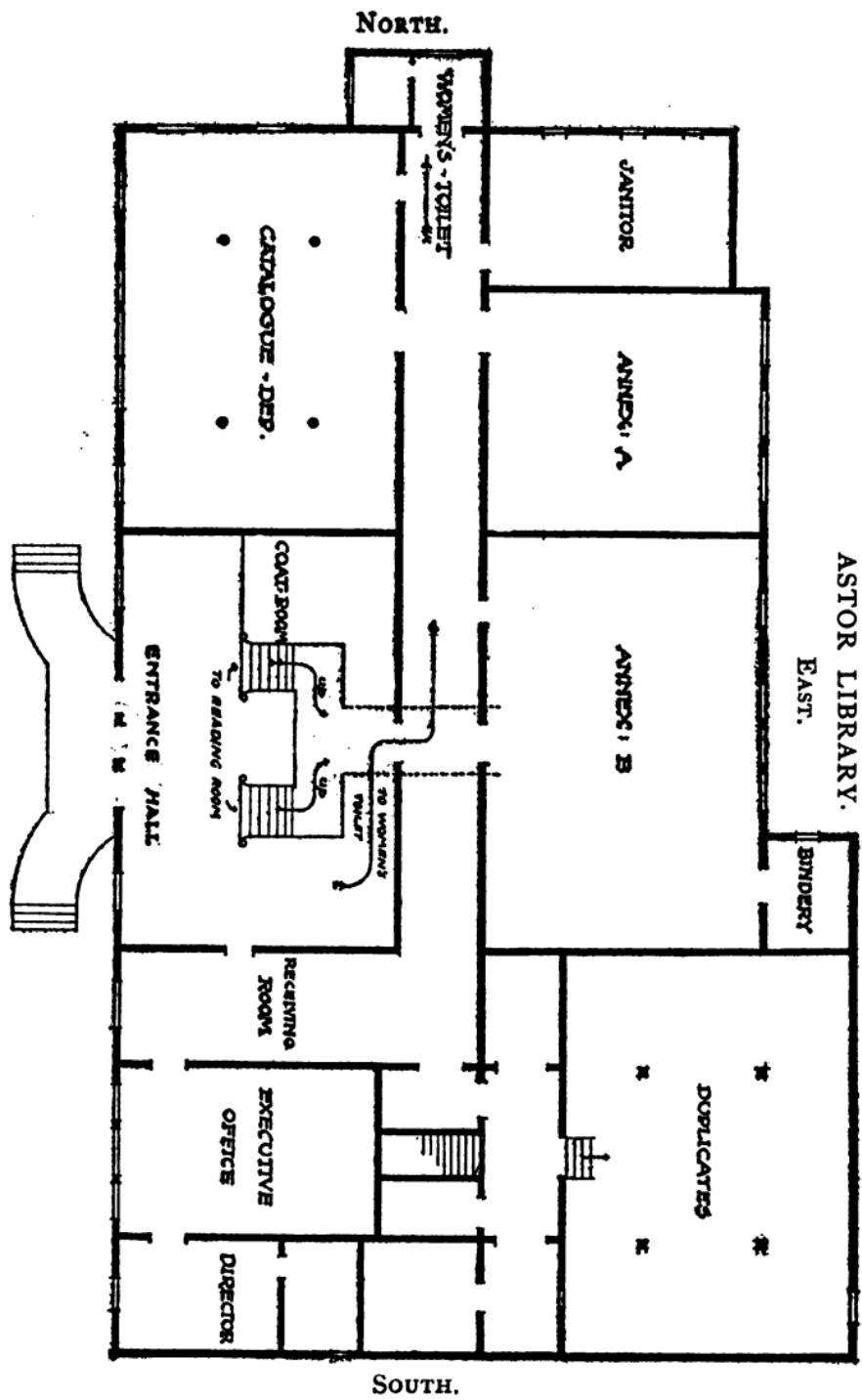
After the book has been collated and catalogued it is sent to the shelf department, which is in charge of books on the shelves and is responsible for the arrangement, and condition of them. The book is entered in the accession book, assigned to its place in the classification scheme, and then placed on the shelves ready for use by readers. The matter of binding new

books and rebinding old books is also in charge of the shelf department.

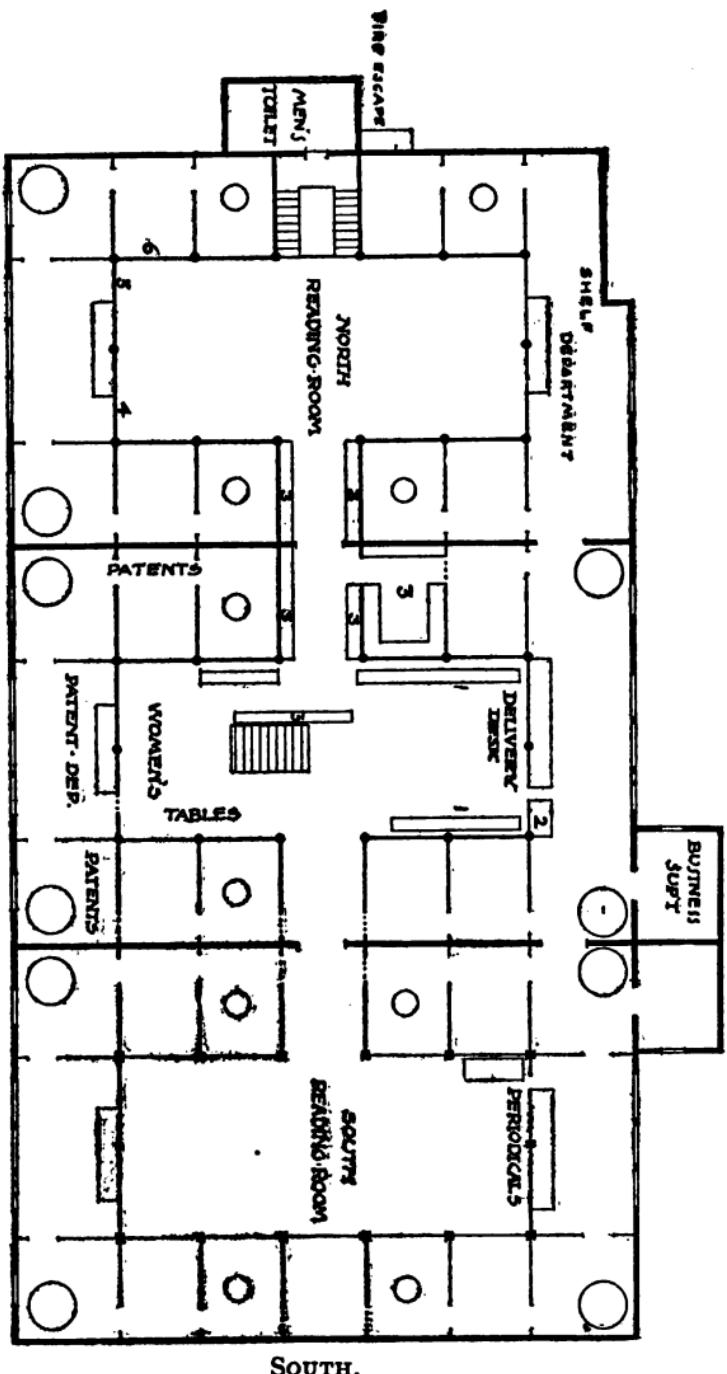
The readers' department furnishes to readers works called for at the delivery desk; it exercises control over the reading rooms, and keeps the statistics of readers, and of the number and character of volumes consulted.

Periodical publications are checked off in the executive office as they are received; they are then turned over to the periodical department. Before this final transfer a certain number go through the intermediate process of indexing in the catalogue room. The separate numbers of current periodicals are kept on file until the volume is completed, when the title-page and table of contents are added, and the complete volume is catalogued and turned over to the shelf department for accessioning, binding, and location on the shelves.

The print department is in charge of all separate prints, engravings, etc. It catalogues and classifies them, superintends their exhibition, and, under certain regulations (noted later on page 53), furnishes specimens to students for examination.



NORTH.



SECOND FLOOR  
WEST.  
ASTOR LIBRARY.

## **ASTOR LIBRARY BUILDING,**

### **SECOND FLOOR PLAN.**

- 1. Catalogues**
- 2. New books' shelves**
- 3. Free reference shelves**
- 4. Semitic department**
- 5. Oriental department**
- 6. Russian and Slavonic department**

## III.

## THE ASTOR BUILDING.

The Astor building, 40 Lafayette Place, consists of the original structure, erected in 1853, and of two additions built in 1859 and 1881. The entrance is in the centre of the west front through the first addition. From the entrance hall on the first floor rise the stairs to the reading rooms, as shown on the diagram on page 13. To the left of the stairway is the coat-room, where hats, wraps, walking-sticks, umbrellas, parcels, etc., are checked; it is advisable to make use of this privilege, for the library is not responsible for articles not checked, and coats and wraps are occasionally stolen from the reading rooms. Readers are not permitted to take their own books into the reading rooms unless they are actually needed for work; for such books passes may be received at the coat-room. Around the entrance hall is arranged a collection of twenty-four marble busts of celebrated authors and rulers of antiquity, by Leone Clerici of Rome, being copies of antiques at Florence. These were presented to the Astor library by Mrs. Franklin Delano of New York. The following is a list of these busts, beginning at the right of the entrance:—

Plato, Vespasian, Antoninus Pius, Domitian, Marcus Aurelius, Titus, Herodotus, Themistocles, Hadrian, Demosthenes, Sophocles, Euripides, Aristophanes, Terence, Cicero, Pompey,

Julius Cæsar, Brutus, Thucydides, Aratus, Homer, Seneca, Socrates, Solon.

Along the southern wall are standards on which are exhibited some of the latest maps of current interest. At the south side of the hall is the door leading into the executive offices, where all packages for the library are received. The office of the Director is here. Admission to the executive offices is permitted only to those on business, or wishing a personal interview with the Director. On this first floor are also the cataloguing room, the apartments for the engineer of the building, and other rooms given up to the storage of books, to the bindery, to the packing and shipping room, and to the storage and arrangement of duplicates. The general public is not admitted to any of these rooms.

The stairways from this entrance hall lead to the reading rooms, on the second floor. This floor is divided into three halls, called the main hall, and the north and south halls; a plan of this floor is given on page 14. At the east end of the main hall, directly facing the reader as he ascends the stairs, is the delivery desk.

If the visitor is in search of a particular work, or of books on a particular subject, he should turn at once to the catalogues (No. 1 on the plan), fill out (in the manner explained in the following paragraph) an application blank from the information there given and present it at once at the delivery desk. Descriptions of the various

catalogues will be found below in the chapter on "Classification and Catalogues," page 38. If the reader has in mind no definite work or subject he may select from the shelves containing the newest books, located at the south end of the delivery desk (No. 2 on the plan), or may ask the attendants to make a selection for him. In this case, however, he must wait until the readers with application slips have been served. If he desires general reference works he should make use of the open reference shelves (No. 3 on the plan) to the left of the stairway, where is to be found a selection of general cyclopædias, dictionaries, atlases, etc., and the latest important works of reference in various departments of knowledge, amounting in number to about five thousand volumes. These may be consulted freely without filling out the application blanks. There is an attendant upon the floor here to direct readers to the various bibliographical aids at hand and to the books in the various sections of this department, to afford help in the use of the catalogues, and in general to lend them any assistance possible.

To obtain books not on these reference shelves an application blank, found in boxes on the catalogue tables, must be filled out for each work and handed in at the desk.

The following are specimens of an ordinary subject card in the index catalogue, and of an application blank filled out.

## CATALOGUE CARD.

	MAI
<i>Art (Christian)</i>	
Kinkel ([J.] G.)	
Geschichte der bildenden Künste bei den christlichen Völkern. . . .	
Bonn: Henry & Cohen, 1845. 2 p. l., 240 pp., 8 pl. 8°	

## APPLICATION BLANK.

<b>New York Public Library.</b>	
Shelf-mark :	Author, title, and date of publication :
MAI	Kinkel (J. G.) Geschichtie der bildenden Künste, &c. Bonn, 1845. 8°
Seat number :	Reader's name and address :
14	J. W. Jones, 9 E. 1st St.

On the application blank should be written the name of the author, the title, the imprint, and the shelf mark of the book, together with the reader's name and city address. The shelf mark is found on the upper right-hand corner of the

card, and it should be copied exactly as given there. It may consist either of capital letters, as in the form given above, or it may be a number with a letter, as 156B. If the seat number is filled out, the books will be delivered to the reader at that seat, otherwise he must wait at the delivery desk until the books are handed him, and must then find whatever seat is vacant. When through with his books he should return them to the desk and have them checked off; in the case of very large works, however, it is sufficient to report them at the delivery desk.

At present it may be necessary to examine three catalogues to determine whether a particular book is in the library, viz.: the index catalogue on cards in drawers along the sides of the main reading room; and the two printed catalogues, in six volumes, on the table along the southern side of the room. Of the printed catalogues the volumes at the left hand, as one faces the table, are known as the "Cogswell" catalogue, and the four volumes at the right hand the "Nelson" catalogue. As an aid in using the catalogues the following suggestions are offered:

In general it is best to search first in the index catalogue. This contains an author and subject index of nearly all works in the library printed after 1880. To it are being added subject cards for books entered in the other catalogues; and eventually it will contain a complete record by author and subject of the entire library.

This catalogue failing, there remain the two printed catalogues.

Books printed after 1860 are not entered in the "Cogswell" catalogue.

Books printed after 1880 are not entered in the "Nelson" catalogue.

Books printed before 1860 may be entered in any one of the three catalogues.

The seats in the western part of the main hall are reserved for women. At the extreme western end of this hall are the Patent Office records; no application blank is necessary for these, but before using the collection the reader must sign his name and business address in a book provided for the purpose.

On a bracket over the delivery desk is a marble bust of John Jacob Astor, the founder, and in a corresponding position at the western end of the room is a bust, by E. L. Quesne, of Joseph Green Cogswell, the first superintendent.

Bound volumes of periodicals are furnished at the delivery desk in the main hall; readers in search of current periodicals except musical, Semitic, oriental, or Russian periodicals, should go at once to the periodical department in the south hall. The delivery desk is at the eastern end of this hall. To the left of the desk is a rack containing about one hundred periodicals, which may be consulted without the use of an application blank. For all others a blank form must be filled in. The card catalogue at this

desk contains a subject index of periodicals in one alphabet, and also a title index subdivided according to the country of publication. The *Cumulative Index* to current periodicals is to be found here; indexes to other than current volumes are found in the open reference shelves (marked 3 in the plan on page 14). Musical periodicals are on file at the musical department in the Lenox building, and the Semitic, oriental, and Russian periodicals are on file at their respective departments in the Astor building (marked 4, 5, 6, respectively on the plan on page 14).

The marble bust of Washington Irving, first president of the board of trustees, which stands on a bracket over the periodical delivery desk, is by Ball Hughes; at the western end of the south hall is a bust of Francis Lieber.

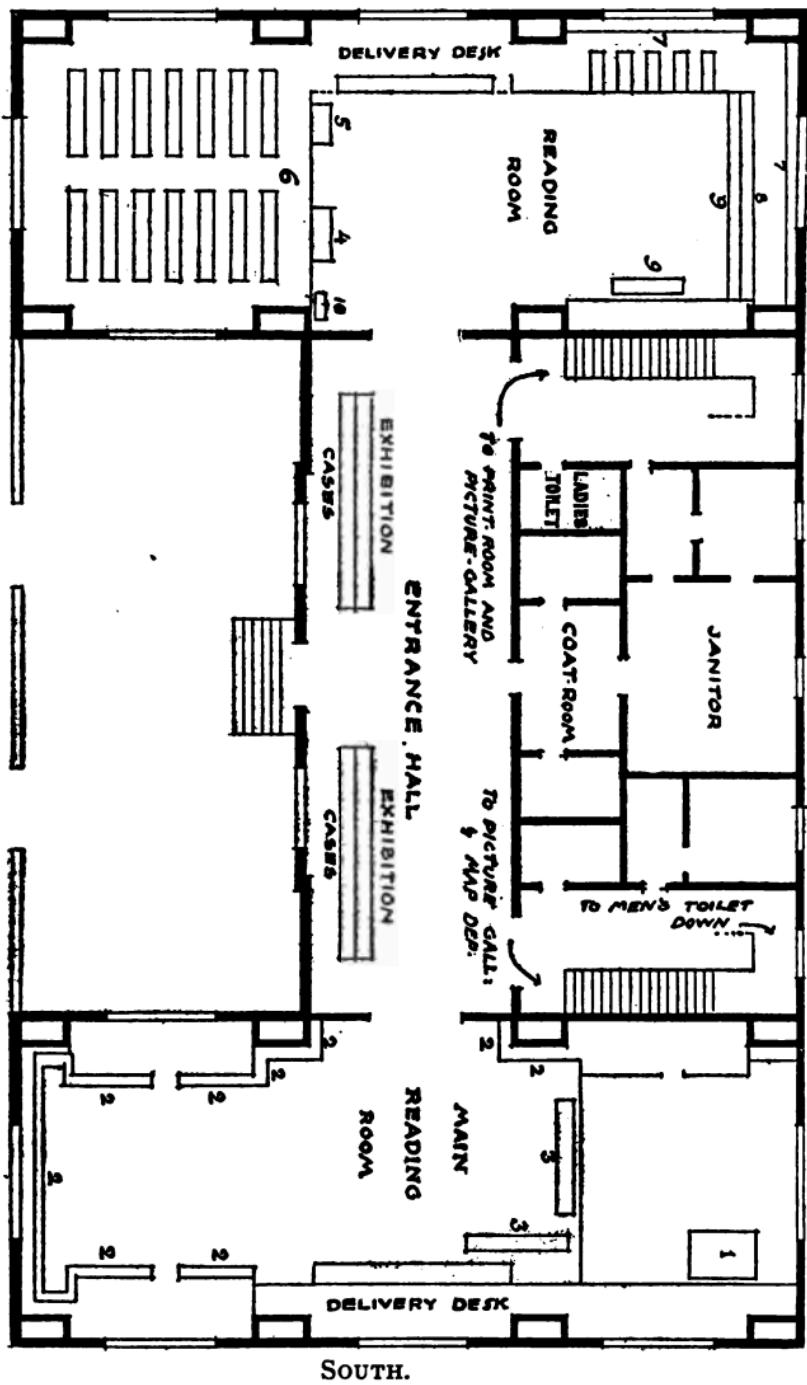
Readers in search of Hebrew, Arabic or other oriental works, Russian or other Slavonic works need not apply at the general delivery desk, but should go at once to the Hebrew, oriental, or Russian departments at the western end of the north hall, numbered 4, 5, 6 respectively, on the plan on page 14.

On the east wall of this north hall hang portraits of Alexander Hamilton, by D. Huntington; of William B. Astor, by Eastman Johnson; of Fitz-Greene Halleck, by S. F. B. Morse; of Daniel Lord, for nineteen years treasurer of the trustees of the Astor library, by T. Hicks, and of John Jacob Astor, grandson of the founder, a copy of the portrait by Madrazo.

The reading rooms are free to all persons; but children under the age of fifteen years must be accompanied by an adult. No person, however, who is intoxicated or otherwise objectionable to readers, can be admitted to the buildings. No person may abuse the privileges of the library by immoral or unbecoming conduct, or by acting in such manner as to cause annoyance to other readers.

Specially rare or valuable books can be obtained only by permission of the librarian in charge, and under such conditions and restrictions as he may prescribe. All periodicals and books must be handled with care, and readers will be held responsible for any damage to books while in their possession. It is forbidden to write upon, or to mark with pen or pencil, any book or periodical, or to turn down corners of leaves, or to make tracings of drawings or engravings except by special permission of the librarian in charge and under such restrictions as he may prescribe. In taking notes, pencils, not pens, must be used, except by special permission from the librarian in charge. The privilege of photographing books or their contents is usually granted on application; in the case of certain volumes, however, formal application must be made to the Director. Loud conversation, whispering, and disturbing noises are prohibited in the reading rooms, and smoking is forbidden in all parts of the building.

NORTH.



## SOUTH.

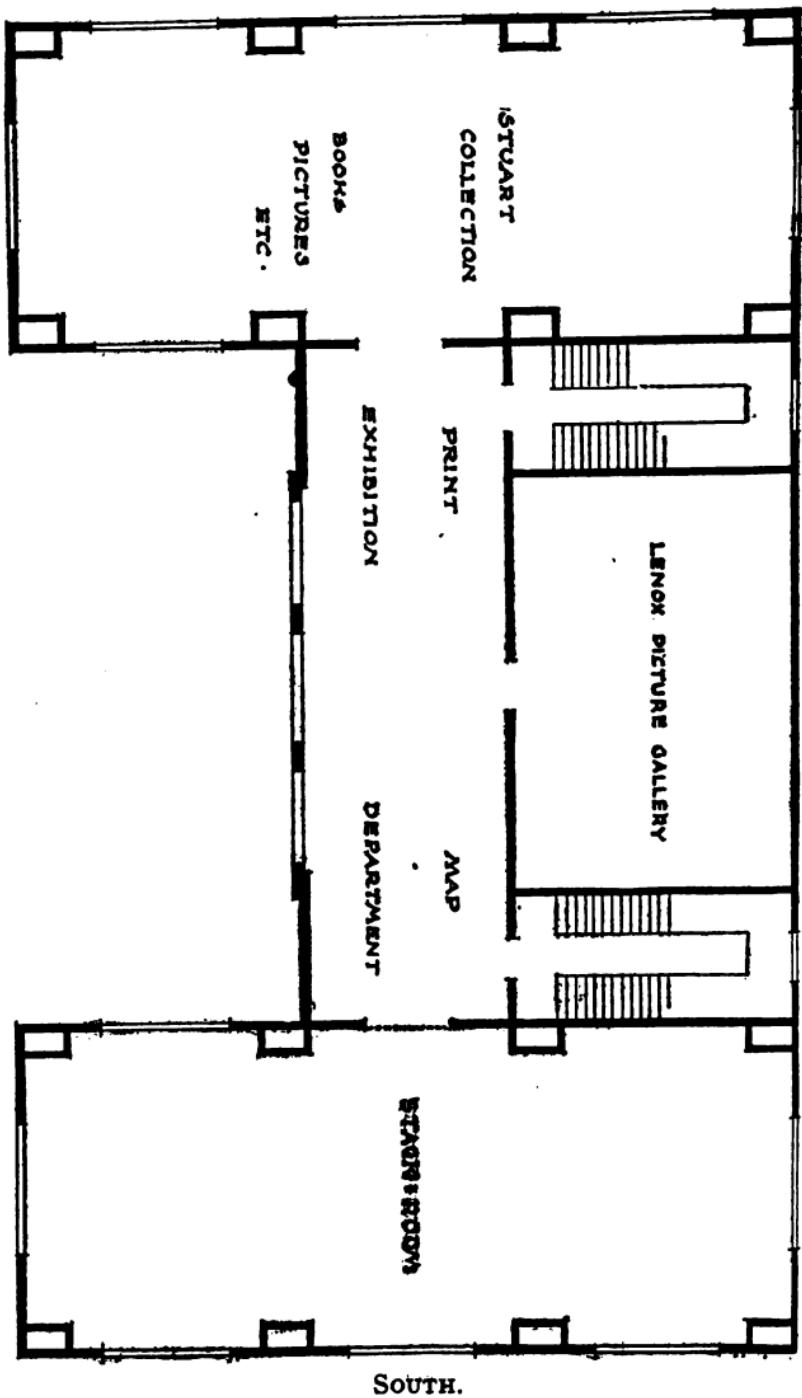
\* FIRST FLOOR \*  
WEST.  
LENOX LIBRARY.

## **LENOX LIBRARY BUILDING,**

### **FIRST FLOOR PLAN.**

- 1. Librarian's office**
- 2. General free reference shelves**
- 3. General catalogues**
- 4. Music catalogue**
- 5. Local history and genealogy catalogue**
- 6. Shelves for music collection**
- 7. Shelves for local history**
- 8. Shelves for genealogy**
- 9. Local history and genealogy free reference shelves**
- 10. Music free reference shelves**

NORTH.



SOUTH.

SECOND FLOOR  
WEST  
LENOX LIBRARY.

## IV.

## THE LENOX BUILDING.

The Lenox building occupies the Fifth Avenue block between Seventieth and Seventy-first Streets. A plan of the first floor is given on page 24. Directly opposite the entrance is the coat-room, where umbrellas, wraps, parcels, etc., should be checked, as well as books not needed for use in the reading rooms; for books so needed passes may be obtained here. On the two sides of the coat-room door are four Roman busts from the Lenox collection, one of Caracalla (18), one of his mother (19), and two unknown (17 and 20). Above the door, on either side, hang two large placques (154, 155), decorated with landscapes by Grenet and Lafond, which came from the Astor collection. A little distance to the left of the door hangs Robert-Fleury's Charlotte Corday (144), and to the right hangs Lefebvre's Virginia leaving the Isle of France (145), both of which came also from the Astor collection. The exhibition cases in this hall contain a selection of books of interest as examples of early printing, early works on the history of America and of geographical discovery, early specimens of English literature, examples of fine binding, etc., as well as manuscripts and autograph letters of more than ordinary interest; the individual pieces are changed from time to time.

Visitors desiring works on the local history and genealogy of the United States or on music should go directly to the reading room at the north end of the hall; those having cards of admission for the print room should go directly to the print room itself, on the mezzanine floor, reached by the northern stairway; those desirous merely of examining prints in a casual way should go by the northern stairway to the exhibition hall on the second floor, above the entrance hall (indicated on the plan on page 26); those wishing to consult maps should go by the southern stairway to the map department, on the second floor at its southern end (indicated on the plan on page 26); for manuscripts and all books of a general nature or not mentioned above as in special collections, the reader should go to the main reading room at the southern end of the entrance hall.

The same general regulations for the reading rooms are in force here as at the Astor building, for which see page 23.

The marble statue of Burns's Highland Mary (11) in the entrance hall to the left of the doorway into the general reading room was executed at Rome in 1852 by B. E. Spence, and that of La Penserosa (14), to the right of the doorway, by Hiram Powers, at Florence, in 1856. The two portraits of Governor Tilden, at the left of the door, are (160) by Sarony and (159) D. Huntington; that of Governor Silas Wright, to the

right of the doorway, is by an unknown artist; these last three portraits are from the Tilden estate.

In the main reading room, to the right and left of the entrance, extend the free reference shelves (marked 2 on the plan on page 24), the books on which may be consulted freely without formal application. The delivery desk is opposite the entrance and applications for books should be made here, following the same rules as suggested before on page 17. The catalogues (numbered 3 in the diagram) are to the left of the delivery desk; the cases parallel to the desk contain the new index catalogue and those at right angles to it contain the old catalogue cards. The enclosure at the western end of the room is reserved for library purposes and for the consultation of the rarer and more valuable books. In this enclosure, also, is the office of the librarian in charge of the building (marked 1 in the diagram).

The reading room, at the northern end of the entrance hall, contains the music collection and the works relating to the genealogy and local history of the United States. The delivery desk faces the entrance. The book stacks at the western end of the room, enclosed by the railing, contain the collection of musical works brought together by Joseph W. Drexel and bequeathed by him to the Lenox library in 1888; in adjoining cases is the collection of musical

works formerly kept at the Astor building, to which the current accessions of books of this class are added. Outside of the railing stand the free reference shelves for the musical department (No. 10 on the diagram), the marble bust of Joseph W. Drexel, executed by J. Q. A. Ward in 1889, the music catalogue (marked 4 on the diagram), and the catalogue of the local histories and genealogies (No. 5 on the diagram). The books in these last two classes are shelved along the northern and eastern end of the room (as indicated by Nos. 7 and 8 on the plan). Along the eastern and southern sides extend the free reference shelves (No. 9 on the plan) for the collection of local history and genealogy. The historical engravings, maps, manuscripts, etc., on the walls, are mainly from the Emmet collection of manuscripts and prints.

From the entrance hall at each end lead the stairways to the upper floors. The mezzanine floor is occupied by the manuscript and print rooms, which are not open to the general public. Requests for manuscripts for consultation should be made at the delivery desk of the general reading room. They may be consulted by any serious student, but for extensive copying a formal request for permission must be made.

For information concerning the print room see page 53.

A plan of the second floor is given on page 26. The marble bust of Washington (2) on the second

floor at the head of the northern stairway is by Trentanove, executed to order at Rome in 1824, and the group of Lincoln freeing the slave (3) is by Thomas Ball, and was executed in 1872.

The room at the northern end of the hall on the second floor, above the genealogical reading room on the first floor, is occupied by the Stuart collection of books, paintings, shells, minerals, etc. The collection was made by Robert L. Stuart, and was bequeathed in 1892 to the Lenox library by his widow, Mrs. Mary Stuart, on the condition that it should be kept by itself and should not be exhibited on Sunday.

The books are all noted in the index catalogue in the main reading room and may be consulted there under the same general regulations as other books.

The paintings are mainly the works of modern artists, and among them may be noted pieces by Becker (122), Rosa Bonheur (5), Bouguereau (115, 233), Brožík (144, 186, 238), Corot (108), Detaille (61, 76), Diaz de la Peña (49), Gérôme (103), George Inness (21), Knaus (187), the Koek-Koeks (43, 221, 100, 196), Meissonier (125), Munkácsy (16, 134), Schreyer (208), Troyon (130), Verboeckhoven (56, 136, 193, 228), Vibert (3). The portrait of Robert L. Stuart over the entrance is by S. J. Guy, painted from the original by R. Madrazo, and that of Mrs. Stuart, by its side, is by D. Huntington. The large Gobelin tapestry on the eastern wall, belonging to the

period of 1750-70, represents Apollo and the Muses in the Elysian fields, with Helios, the Sun God, descending from the clouds. A catalogue of the paintings is on sale at the door, price ten cents.

The long hall on the west front of this floor is given up to the exhibition of prints and to the map department, the latter being located at the southern end of the hall.

Passing down the hall from the Stuart room, on the left the visitor will notice a marble bust of Napoleon (9), executed to order by Trentanove at Rome in 1827, and a marble bust of Sir Walter Scott (12) by Sir John Steell, executed to order at Edinburgh in 1875, and on the right a bronze bust of Munkácsy (8) by Barrias, and a marble bust of Oliver Cromwell (158), by an unknown sculptor, this last coming from the Astor collection. On the east wall hangs Le Roux's School of Vestals (138), painted for Mr. J. J. Astor in 1880 and exhibited in the *salon* of that year.

In the centre of this hall on the east side is the entrance to the Lenox gallery of paintings. The marble bust of Washington (1) at the left of the entrance was executed by Thomas Crawford. The marble bust of Alexander Hamilton (147) at the right is by Ceracchi and was executed in 1794; it was bequeathed to the Astor library by Hamilton's grandson, Alexander Hamilton, president of the trustees of the Astor library, in 1889, and was transferred to the Lenox building in 1896.

The paintings in the Lenox gallery were mainly collected by James Lenox, the founder, but a few have been added from other sources; a number of paintings from the Astor collection also are hung here. The two most important pieces are Sir Joshua Reynolds's Mrs. Billington as Saint Cecilia (88), painted in 1790, exhibited at the Royal Academy in 1790, and bought for Mr. Lenox in 1848 by Mr. Grant (afterwards Sir Francis Grant, P.R.A.), and Munkácsy's Milton dictating "Paradise Lost" to his daughters (29), painted in 1878, exhibited at the Paris Exposition of that year, and presented to the Lenox library by Mr. Robert Lenox Kennedy in 1879. Other pieces worthy of note are by Bierstadt (14), Constable (26), Copley (82, 95), Gainsborough (83), Landseer (17, 65, 72), R. E. Pine (119), Sir Joshua Reynolds (30, 85), Turner (86, 90), and Sir David Wilkie (19-23, 99, 102). The pictures by Meissonier (123, 136), Schreyer (130), and R. de Madrazo (133), are from the Astor collection. Stuart's Washington (60) was painted for Peter J. Munro, and was purchased from his family by Mr. Lenox in 1845. Another portrait of Washington by Stuart (146) came into possession of the Astor library from the family of Alexander Hamilton, grandson of the first Alexander. There are also portraits of Washington by James Peale (54), and by Rembrandt Peale (55 and 62). Mention may be made also of the portraits of Robert Lenox (74) by John Trum-

bull, (48) by J. W. Jarvis; of James Lenox (56) by Sir F. Grant, (79) by Healy, (87) by Huntington; of Hamilton (36), a copy by Huntington after John Trumbull's original; and of Lafayette (69) by Morse. A catalogue of the paintings in the Lenox gallery is on sale at the door, price ten cents.

In the centre of the room, around Crawford's marble group of The Children in the Wood (6), is arranged an exhibition of illuminated and oriental manuscripts, the most noteworthy of which is the lectionary, executed in the sixteenth century by Giulio Clovio for Pope Paul III., and presented to the latter by his nephew, Cardinal Alessandro Farnese; it was purchased by the Lenox library in 1888.

Permits to copy pictures are granted by the Director upon compliance with the following rules:

I. Permits to copy shall be granted only to artists, or to art students recommended by trustees of the New York Public Library or by an artist of good standing in the community. Such recommendation must be procured by the applicant, and *must accompany request for permit*.

II. The applicant must designate the picture to be copied.

III. No copy shall be made of the same size as the original; that is, the size of the whole copy, or the size of the object or objects as represented in the copy must, in every case, be distinctly different from the original.

IV. No copyist shall be allowed to work inside the railing.

V. Copying is allowed between the hours of 9.30 A.M. and 4.30 P.M., except on days when the library building is closed to the public.

Requests for permission should be addressed to I. Ferris Lockwood, Business Superintendent, Astor Library Building, 40 Lafayette Place, N.Y.

As the visitor leaves the Lenox gallery and turns down the exhibition hall towards the south he will note along the eastern wall the marble bust of Dr. Thomas Chalmers (13), executed to order by Sir John Steell at Edinburgh in 1846; the marble bust of Victory (16), by Christ. Dan. Rauch, executed to order at Berlin in 1857, and, hanging on the same wall, Schenck's Bouchon de Paille (137), this last being from the Astor collection. Along the western wall are the marble busts of Milton (4), by an unknown sculptor, and of Samuel J. Tilden (157), executed at Rome in 1882 by S. Kitson.

The collection of maps, which is stored, catalogued, and exhibited at the south end of this hall contains some 4,000 separate maps, in about 10,000 pieces, including some 300 volumes of atlases, which are stored elsewhere.

The room opening off from the south end of this hall, being above the main reading room on the first floor, is used as a cataloguing and stack room, the books being sent down as needed in

the reading rooms by a book-lift. It is not open to the public.

Above the exhibition hall on the second floor is a large room on the third floor, filled with cases containing the collection of Bibles and most of the public documents kept in the Lenox building. It is not open to the public.

## V.

### CLASSIFICATION AND CATALOGUES.

Before consolidation both the Astor and Lenox libraries had a fixed system of location of books. At the Astor building the system of classification of Brunet was followed in general: natural and pure sciences and art were in the south hall, useful arts and the various literatures in the main hall, and philosophy and history in the north hall. At the Lenox building, books were classified mainly according to the collection in which they had been presented to the library.

After consolidation, a uniform system of relative location was adopted for both libraries. For this purpose the library was considered as divided into three classes: (1) Works in the open reference shelves and in special collections that are to have special reading rooms in the new building; (2) works in the general reference library, to be placed in the stack and not to be

withdrawn from the building; (3) books for the circulating department and for the branches. For the first two classes a system of letter marking was adopted; for the third, a number system will probably be used. The first class is distinguished from the second by the arbitrary mark of an asterisk (\*) placed before the letter or combination of letters. It comprises the following groups: Newspapers, \*A; general cyclopædias, \*B; general collections, \*C; general periodicals, \*D; general societies, \*E; general museums, \*F; bibliography, \*G; libraries, \*H; the book-arts, \*I; incunabula and early printed books, \*K; music, \*M; collections of English literature, \*N; orientalia, \*O; Jewish and Semitic literature, etc., \*P; Slavonic literature, \*Q; general reference books, \*R; public documents, \*S; patents, \*V; the Bible collection, \*Y.

The second class is divided into fourteen groups, marked as follows: Biography and genealogy, A; history, B-I; geography, K-L; art, M; literature, N; science, O-Q; philology, R; sociology, S; economics, T; industries and industrial arts, V; medicine, W; law, X; philosophy, Y; religion, Z.

These main groups are subdivided according to the needs of the class, the subdivisions being marked by second and third letters. By means of the three-letter system about 12,000 classes are provided; the use of a fourth letter will give about 200,000 classes.

The class mark is given on the upper right-hand corner of the catalogue card. In certain groups the author call number has been added; in the course of time this will be extended to all cards. The arbitrary sign \* preceding the location mark indicates that the work is in one of the special sections; preceding the title this sign indicates that the work is a doctoral thesis. The sign + below the class mark indicates the work is a small folio or quarto volume too large to go with the ordinary works of its class, and is placed therefore on a special shelf; ++ indicates that the work is a folio in height, and is shelved with works of that size.

The earliest essay towards a catalogue of the Astor library was the "Alphabetical index" printed by Dr. Cogswell in 1851; this was merely a check list of titles already in the library or intended to be added to it. In 1854 there was lithographed a catalogue of works relating to the languages and literatures of Asia, Africa, and Oceanica. Three years later Dr. Cogswell began the printing of his catalogue, which was completed in four volumes, octavo, in 1861, now commonly called "the Cogswell catalogue." This is an author catalogue. It was Dr. Cogswell's intention to issue as part two of the catalogue a subject index in four volumes, but he never carried out this plan. He did print in 1866 a supplement to the catalogue, which included an index to subjects, but the references were to

authors only, no mention being made of titles. Some time later a full subject index was begun on cards. From 1878 until 1885 author lists of recent accessions were printed at intervals. Between 1886 and 1888 there was printed in four volumes, octavo, an author catalogue of books received between 1860 and 1880, including those catalogued in the supplement of 1866; this is now commonly called "the Nelson catalogue," after Mr. C. A. Nelson, who superintended it. Both these printed catalogues are arranged alphabetically by authors and do not contain subject entries. Anonymous works are entered in this first catalogue under the most prominent word of the title, in the second under the first word not an article or a preposition.

For works received after 1880 there was a catalogue on small cards containing both author and subject entries in one alphabetical sequence, following the second printed catalogue as regards form of author entry, etc.

At the time of consolidation, therefore, there were three separate catalogues to be examined for author entries, and three separate catalogues for subject entries.

Between 1879 and 1893 the Lenox library printed seven "Contributions to a catalogue;" these gave careful bibliographical descriptions of the Hulsius collections of voyages, the Jesuit relations, the voyages of Thevenot, the Bunyan, Shakespeare, Milton, and Walton collections.

For official use there were printed between 1887 and 1890 twelve "short title" lists of the Bibles, etc., in English; Bibles in various languages; Americana; miscellaneous collections; Shakespeare, angling, Milton, and Bunyan collections; Aldines, Roman Catholic Indexes, manuscripts, engravings, and caricatures; Astoin collection of French literature; Duyckinck collection of English and American literature, etc.; and the Drexel musical collection. These entries were arranged later in four volumes, interleaved, and entries for current accessions were added to them, thus providing an author catalogue.

At the time of consolidation, therefore, there was at the Lenox building only one catalogue to be consulted for both subject and author entries, but there were many volumes in the building of which the catalogue contained no record.

The only catalogue of the Tilden library was a shelf inventory of the books as they stood in Mr. Tilden's house, made shortly after his death. The titles in this list were very defective.

After consolidation uniform rules for cataloguing were adopted for both buildings, and the various catalogues were combined into the official catalogue, and the index catalogue for the public, in addition to the two printed catalogues at the Astor building.

The official catalogue is a card catalogue containing author entries alone; it consists of the main catalogue in the catalogue room and of the

seven separate catalogues of public documents, railroads, serials and periodical publications, reports of institutions, etc., and the Russian, oriental, and Hebrew collections.

The public or "index catalogue" is a card catalogue of author and subject entries in one alphabetical arrangement, and contains now about 600,000 cards. Anonymous works are entered under the first word of the title not in article or a preposition, pseudonymous works under the form of name used on the title-page, works by titled personages under the title and not under the family name; in all these cases the necessary cross reference bind the entries together. Publications of societies are entered under the name of the society and not under the name of the place at which they are located, *e. g.*, **Royal Irish Academy**, not *Dublin*: *Societies—Royal Irish Academy*, etc. Publications of governments, municipal, local, or national, are entered under the name of the government and its departmental division, *e. g.* **Boston—Mayor**, etc.

There are a few cases in which no author entry is made, the subject entry sufficing. Of these the following may serve as examples: (1) Articles in periodicals indexed in the card catalogue; (2) Certain books or pamphlets of importance only because of the subject, in which case two blue crosses at the lower left-hand corner of the card indicate the lack of author entry; (3) Certain

series of public documents of interest mainly because of the subject, in which case reference is made to the author entry in the document catalogue by the following words at the bottom of the card "Au. Cd. in Doc. Cat."

The initial word in the subject entry is usually a noun; a phrase beginning with an adjective is inverted, e. g., *Companies (Joint stock)*, not *Joint stock companies*; *Art (Christian)*, not *Christian art*; *Property (Real)*, not *Real property*, etc., etc., etc. A few phrases form an exception to this rule, such as those beginning with the adjectives *military*, *naval*, *municipal*, etc., and those relating to language or literature, e. g., *Maori language*, *Sanskrit literature*.

Cards relating to the bibliography of a subject are filed first; then follow those relating to the subject as a whole; then those relating to certain aspects, divisions, or modifications of it, e. g., *Botany—Systematic treatises*; *Geology—History*. After these follow cards in the regional arrangement, that is, relating to the subject in various countries, e. g., *Botany, Germany*; *Geology, United States*. These cards undergo a further subdivision if they include material relating to local divisions of a country, e. g., *Botany, Germany: Bavaria*; *Geology, United States: Colorado*. Exceptions to this last rule occur in the case of headings such as *Exhibitions*, *Fire Departments*, *Gas Works*, *Sewerage*, *Streets*, *Water supply*, *Waterworks*, etc., where the country division is disregarded and

the entries are made and the cards are filed directly under the name of the locality, e. g., *Exhibitions, Paris, 1878; Water supply, Denver.*

Cards for public documents are indicated by a red top edge. Cards with a black top edge indicate titles of articles in periodicals indexed in Poole's *Index*. All cards in the catalogue for indexed articles are indicated by two blue crosses in the upper left-hand corner and the following stamp in the upper right-hand corner:

This is a magazine article. Write on slip name, year, vol. No. and page of journal, *not title of article.*

The catalogues of the Lenox building follow the same principles as the catalogues at the Astor building. They are at present six in number and are gradually being reduced to four, namely: the public, general, index catalogue; and the three departmental catalogues of the music collection, of the local history and genealogy of the United States, and of the incunabula and other reserved books. These various catalogues contain now about 160,000 cards.

Besides these catalogues there are also the manuscript, map, and print catalogues, which are not accessible to the public as yet.

## VI.

## SPECIAL COLLECTIONS.

When Dr. Cogswell was forming the Astor library he had very definite ideas as to the character of the collection about to be created. In the third annual report of the library (1852) he stated his position at some length, maintaining that the purpose of the founder and of the trustees was to form a general reference library. This purpose Dr. Cogswell carried out so well that it is safe to say the reader is fairly certain to find in the library the fundamental, basal works in any of the departments of knowledge that had a recognized literature at that time.

Appreciating, however, that if any department was to approach completeness it must be by individual effort, he made the first step by presenting to the library several thousand bibliographical works he had collected as aids in forming it. The Lenox library had a strong collection of bibliographical works in its own peculiar lines. The combined material gives the library a good working collection in this subject.

In 1853 William B. Astor gave \$12,500 for the purchase of technical works, which sum he increased largely by subsequent gifts. In consequence of this early encouragement and of wise selection in later years the department of industrial art can exhibit a well-chosen collection of

the most important works in its field; though not one of the largest departments in point of numbers, it is one of the best balanced in regard to the character of its books. Mention has been made in an earlier chapter of the James Owen Proudfoot fund for the purchase of books on naval history.

The earliest catalogue printed by the Astor library related to its collection on the languages of Asia, Africa, and Oceanica, and this department was largely added to in succeeding years. A good collection of books in American languages was formed also. The departments of classical philology and of modern European languages contained all the important reference works in their field, and had also useful editions of the necessary working material. Soon after consolidation, by the accession of the library of the American Bible Society, in the various translations of the Bible in that collection, the library received most important material for linguistic studies.

The material for philological research offered by the Hebrew, oriental, and Russian departments is worthy of special note. These collections include not only works in the languages of the various peoples, but also on the history of these peoples in general and on various aspects of their life and literature. The special fund given by Mr. Jacob H. Schiff for the purchase of books relating to the Semitic races is pro-

ducing a specially interesting collection in this department.

The musical collection of the Astor library was a well-chosen selection of the important works on the subject; this, in connection with the Drexel collection, presented to the Lenox library by Joseph W. Drexel, constitutes a large and useful collection.

Perhaps the most important single collection is that of American history. Mr. Lenox brought together a selection of books relating to America in the fifteenth, sixteenth, and seventeenth centuries, that attained a remarkable degree of completeness. This has been increased by well-selected purchases in later years and by many gifts from Mr. Alexander Maitland. The Bancroft collection, the Emmet collection, presented by Mr. John S. Kennedy, and the Myers collection, presented by Mrs. Myers, Mrs. Mason, and Mrs. James, include many works relating to the ante- and post-revolutionary epochs of the eighteenth century. A like service for the latter part of the eighteenth and for the nineteenth century was rendered by the gift of the Ford collection, which is rich in the contemporary writings for and against the constitution of 1788, works relating to the first years of the republic, and the later struggles over internal improvements, the United States Bank and slavery controversies, the civil war, reconstruction, and the tariff. The Tilden library contained a good selection of the im-

portant general works on American history, and the chief publications relating to political parties, to Congress, and to political and constitutional conventions, especially those of New York state. Several thousand volumes of local histories and genealogies of the United States were purchased in 1895 by the Lenox library, and care and money have since been expended in completing this collection.

Few of the authoritative histories of European or other countries are lacking, and the history of Great Britain is especially well represented. The Tilden library contained an excellent selection of works relating to English parties and administrations, to the parliamentary and constitutional history of the country, to its social life, antiquities, biography, and political oratory. The Hepworth Dixon collection of civil war tracts furnishes valuable original material for that period; the Ford collection added pamphlets of great interest for the banking, corn law, and similar questions of the nineteenth century, and the Tilden library contained a remarkable collection of pamphlets relating to banking and currency in England, ranging in date from 1683 to the middle of the nineteenth century.

There is also a good collection of pamphlets relating to the French Revolution of 1789, of newspapers and other original material issued during the revolution of 1848, and a large collection of Dutch pamphlets of value for the his-

tory of the Netherlands in the eighteenth and nineteenth centuries.

Mr. Lenox took a lively interest in accounts of early maritime voyages and discoveries, and made a very complete collection of printed material of this kind. With regard to collected accounts of voyages it is safe to say that from the *Paesi nuouamente retrouati* of 1507, the earliest printed collection, down to those of recent date, there are few important gaps, the collections of Hulsius, De Bry, etc., being remarkably complete. The same statement applies to the early atlases of Ptolemy, etc., and especial attention has been given of late to the maps and charts of modern surveys of England and other European countries, and to the maps of the United States coast and geodetic survey, geological survey, etc.

In connection with the historical collections mention has been made of the material relating to the economic and political questions of modern Europe and the United States. Besides the historical material on these subjects the library is rich also in the expository and philosophical treatises of the various economic and sociological schools of the eighteenth and nineteenth centuries, the editions of the *Wealth of Nations* from the Ford collection being remarkably numerous. To the large collection of books on railroads in the Tilden library were added works on that subject from the Astor and Lenox collec-

tions, with the result that the combined collection is surpassed in completeness by few libraries in the country. The departments of economics and sociology alone contain about twenty-five thousand volumes. Mention has been made in an earlier chapter of the Richard L. Dugdale fund for the purchase of books on these subjects.

In the departments of philosophy and theology, while there has been no attempt to compete with the collections of special libraries, the well-chosen selection of works on these subjects made at the beginning has been kept fairly well up to date. The department of medicine has not been added to of late years except by gifts, and for recent works on this subject readers are referred to the library of the Academy of Medicine, No. 17 West 43d Street.

In like manner the subject of law is left mainly to the libraries of Columbia University, of the Law Institute, and of the Bar Association. Until the library occupies its new building its collections of the older works on law and medicine cannot be made readily accessible, as they have been stored in the basement of the Lenox building to make room for accessions in other departments, and are not properly classified or catalogued.

There is a good collection of works relating to Spinoza in philosophy. In ecclesiastical history there are interesting groups of works relating to the Baptists, and to the Jansenist controversy

in France. The Berrian collection of about five hundred volumes relating to the Mormons, presented in December, 1899, by Miss Helen M. Gould, is, it is safe to say, unique in its completeness.

About 5,000 current periodicals are received at the library and the bound volumes number about 90,000. These comprise transactions and publications of learned societies, of historical societies, of scientific societies, journals of various trades and industries, and periodicals relating to nearly every branch of human knowledge. Especial care is given to rendering their contents available to the public by the system of indexing previously alluded to.

There has been no attempt to maintain a newspaper reading room. The principal current New York newspapers are, however, bound and preserved as material for reference. At the Lenox building there is a collection of American newspapers before 1800 amounting to some 25,000 separate pieces; these include a good file of New York newspapers, beginning with 1730, which is complemented by volumes after 1800 at both buildings, the Tilden library furnishing a valuable portion of the later volumes.

The department of public documents, as its importance deserves, is one of the largest and strongest collections in the library. Special attention is given to maintaining and completing the files of municipal, state, and national docu-

ments of the United States, but much care is given also to the official publications of other countries. This department comprised about 110,000 volumes in 1904.

The early printed books number about 600 volumes. There are about fifteen block books, the earliest of which is a combination of xylography and manuscript probably belonging in date to the early part of the fifteenth century; the latest specimen belongs to the early part of the sixteenth century. There are examples of the Speculum, Biblia Pauperum, Apocalypsis, Ars moriendi, Ars memorandi, Donatus, etc. The fifteenth century books number about 350 volumes. Beginning with the Gutenberg Bible the collection includes work from the German, Italian, French, Spanish, Dutch, Bohemian, English, and other European printers. There are ten specimens from Caxton's press. The introduction of the art into America is illustrated by about 40 volumes printed in Mexico and South America before 1600. The early printed books of English America number over 200 volumes printed before 1700; these include the Bay Psalm Book the first book printed in the English colonies, and many of the first books printed in the various colonies and states, besides later volumes by the pioneer printers.

The manuscript collection offers valuable material for the study of English and Continental politics in the seventeenth and eighteenth cen-

turies in its Hardwicke papers, about one hundred and fifty volumes in number. One hundred and seventy volumes of Spanish papers relate especially to Latin America. The Bancroft manuscripts consist of transcripts from European and American archives relating to the colonial and revolutionary periods of the history of the United States, and of original papers relating mainly to the revolutionary period. The seventy volumes of the Emmet and the fifteen volumes of the Theodorus Bailey Myers collections are confined principally to this period. Besides such collections as these there are several hundred single volumes or collections, and in the Ford manuscripts, presented in 1899 by Mr. J. Pierpont Morgan, the library secured about thirty thousand separate pieces, mainly of value in connection with the history of this country in the nineteenth century, or as autographs.

In art the library contains a useful selection for the history and illustration of ancient and modern art in all its phases, as well as sets of the well-known "galleries," catalogues, artist biography, etc., of which the Tilden library had an unusually valuable collection.

### THE PRINT DEPARTMENT.

When the Print Department was organized in 1900, the library already possessed a large number of prints from the Lenox, Duyckinck, Kennedy, Bancroft, Tilden, and Ford collections—including especially many portraits and illustrations of American history—and a complete collection of the engraved work of A. B. Durand, presented by his son, Mr. John Durand. In the same year, the late Mr. Samuel P. Avery gave to the library his collection of prints, drawings, and art books, to which additions were subsequently made by himself and his son Samuel P. Avery, Jr., bringing the total up to nearly 19,000 etchings and lithographs and about 500 volumes. The collection offers a comprehensive view of etching and lithography, particularly during the second half of the 19th century, and especially in France, and is probably unsurpassed in its field. Many artists are represented by practically complete (in some cases unique) collections of their work.

The collection is described in a "Handbook" of 84 pages issued by Mr. Avery in 1901.

Since the Avery donation, gifts have been received from Mr. Charles Stewart Smith (1763 Japanese prints), Mrs. Henry Draper, Mrs. F. O. C. Darley, Mr. Frederick Keppel (345 etchings, many of them by Americans), Messrs. C. B. Curtis, John Durand, Wm. F. Havemeyer, James D. Smillie, H. R. Storer, E. B. Holden, Alexander Maitland, from The Century Co., Charles Scrib-

ner's Sons, the estate of the late Robert F. Blum, and a number of American artists, such as R. Swain Gifford, Dr. L. M. Yale, E. D. French, F. S. King, Henry Wolf, G. Kruell, T. R. Sugden and Geo. H. Boughton. The donations have included much American work.

Exhibitions are regularly held in the print galleries, while the print room furnishes accommodations for students and for those desiring to make practical use of the material here stored.

The print room, on the mezzanine floor of the Lenox building, with entrance on the first landing on the north stairway, is open only to persons having a special card of admission, to be obtained in accordance with the following provisional rules, which are substantially the same as those of the print room of the British Museum:

1. The print room has been established for purposes of reference and research. Exhibitions of prints for the benefit of the public will also be provided for.
2. Persons desiring a card of admission to the print room should make a written application to the Director of the library, specifying name, address, profession or occupation, and the purpose for which admission is desired. Such application should be made, if possible, at least two days in advance and must be accompanied by a written recommendation from some person of known position. In special cases which do not admit of delay the curator may show a particular print or small group of prints to a person properly identified who has not yet obtained a card, especially a person who brings a written request from a donor to the collection.

3. A blank form for such application and recommendation can be obtained at the readers' desk or by written request to the Director.
4. The cards of admission to the print room are strictly personal and admit but one person.
5. The print room will be open to persons having cards of admission from ten A.M. to five P.M. on every day, excepting on Sundays, Independence Day, Christmas, and New Year.
6. No person under eighteen years of age will be admitted to the print room.
7. No visitor will be allowed to touch the surface of a print or drawing, or to make tracings.
8. No visitor will be allowed to compare prints or drawings with those in the department, except by special permission of the curator and in his presence or that of an assistant designated by him.
9. No separate print can be removed from the print room and only such volumes of engravings or reference books as are specially designated for that purpose can be taken from the print room for the use of readers in other parts of the library.
10. The use of ink in any form, or of colors, is forbidden in this room. All notes or sketches must be made with lead pencil.
11. Permission to photograph certain prints will be given by the curator, under certain conditions. To obtain such permission a written application must be made in accordance with the form prepared for that purpose, and a pledge must be given that two finished copies of each photograph shall be given to the library. These copies must be unmounted.

## DISTRIBUTION OF VARIOUS COLLECTIONS.

The following table presents an approximate estimate of the number of volumes in various departments of the library. The division into two columns indicates the proportion of volumes in each library building, and thus suggests whether the reader should examine the works on a given subject at one building only or at both, and which building offers the better selection:

	ASTOR BUILDING.	LENOX BUILDING.
Periodicals . . . . .	60,000	20,000
Public documents . . . . .	55,000	5,000
American history (to 1800) . . . . .	1,000	20,000
American history (1800— ) . . . . .	4,000	1,000
American history (local and genealogical) . . . . .	1,000	7,000
English history . . . . .	14,000	1,000
European and Continental history . . . . .	29,000	1,000
European genealogy . . . . .	2,000	....
English and American litera- ture . . . . .	15,000	5,000
European literature . . . . .	24,000	1,000
Science . . . . .	34,500	500
Sociology and economics . . . . .	24,500	500
Philosophy and religion . . . . .	20,000	5,000
Art . . . . .	15,000	5,000
Industries and industrial art. . . . .	20,000	100
Law . . . . .	500	15,000
Geography . . . . .	12,000	5,000

			ASTOR BUILDING.	LENOX BUILDING.
Patents	.	.	10,000	....
Music	.	.	....	10,000
Bibles	.	.	....	8,000
Bibliography	.	.	7,000	1,000
Medicine	.	.	200	8,000
Hebrew	.	.	5,000	....
Orientalia	.	.	3,000	....
Slavonica	.	.	2,000	....
Maps	.	.	....	4,000
Sport	.	.	3,000	500
Shakesperiana	.	.	1,000	2,000
Early printed books	.	.	....	600
Manuscripts (50,000 separate pieces, not bound in vol- umes)	.	.	....	500
Bunyan's Pilgrim's Progress.	.	.	....	500
Don Quixote collection	.	.	....	450
Milton collection	.	.	....	250
Atlases	.	.	50	250

## VII.

**THE NEW BUILDING AND THE FUTURE  
POLICY OF THE LIBRARY.**

Immediately upon the completion of consolidation of the three libraries careful consideration was given to the future work of the new corporation with reference to the character of the library which it was proposed to establish and conduct; it was decided to adopt the broadest policy possible in reference to the nature and scope of the New York Public Library that the funds at the disposal of the corporation, or which might be obtained, would allow, and that this should be kept in view in deciding the site and character of a new building for the consolidated libraries.

In accordance with this policy, in an address presented to the Mayor of New York, March 25, 1896, it was stated that "although the consolidated corporation will probably have means sufficient to enable it to maintain a free reference library, with ample reading rooms and accommodations for students, nevertheless, if the corporation shall provide its own site, whether from land now owned, or to be acquired, and erect thereon a building suited to the future needs of such a library, its income will be insufficient to more than maintain the same in full efficiency. . . . It is plain that the City of New York should have a broad and comprehensive library system

adequate to furnish recreation and instruction to all. It is equally plain that while the means at the command of this corporation are entirely inadequate to undertake the whole work, nevertheless its existing organization and the resources at its command offer to the public an opportunity to secure, at a minimum cost, such a public library system as shall be in keeping with the importance, dignity and magnitude of the City. . . . If the City of New York will furnish a proper site and provide the means to erect thereon a suitable building for the purpose of the New York Public Library, excluding, for the present, the requirements of branch libraries, or delivery stations, other than those now belonging to the Free Circulating Library, then the New York Public Library can, through the sale of its present sites, obtain such an addition to its funds as will justify it in providing for the circulation of books from its main building. If other funds can be supplied from private benefaction, or otherwise, sufficient to establish and maintain an adequate number of branches for circulation, it is certain that the City of New York can and will have a free public library on the broadest and most comprehensive plan. . . .

"Should the suggestions of the Trustees be favorably received no site within the control of the City could accomplish the ends in view as well as that of the Reservoir upon Fifth Avenue, between Fortieth and Forty-second Streets.

"The site is an ideal one for such a building. It is to-day the most central and easily accessible spot on the Island, and will be rendered even more so by new means of communication. . . .

"In order to afford the City and the public the opportunity of determining whether they will now have such a great, well-equipped and really popular library, for the benefit of all the people, the Board of Trustees of the New York Public Library hereby respectfully apply to the City authorities for their approval of such legislation as will enable the City to grant to this Corporation, by some permanent tenure, a proper site for its Library Building and such funds as may be necessary to enable this Corporation to construct and equip its building thereon; and that the site of the present Reservoir on Fifth Avenue between Fortieth and Forty-second Streets be granted for that purpose, if compatible with the public interest."

The result of this appeal, which met with cordial public support, was that an act was passed by the legislature and approved May 19, 1897, giving the necessary authority to the city to issue bonds for the construction of a library building on the reservoir site and to contract with the New York Public Library for its occupancy.

Steps were at once taken to secure, by competition, plans for the new building, the result of which was that on November 10, 1897, the

plans prepared by Messrs. Carrère & Hastings, of New York city, were selected and approved, and were laid before the Board of estimate and apportionment of the city of New York on December 1, 1897.

These plans were approved by the Board of estimate and on December 8 a contract was entered into between the city of New York and the New York Public Library, by which the library building to be erected upon Bryant Park was leased to the New York Public Library so long as it shall continue to maintain a public library and reading room therein and so long as it shall use and occupy such building for the purpose of maintaining therein a public library and reading room and carrying on the objects and purposes of said corporation; that as soon after the completion and equipment of said building as practicable the New York Public Library shall place and arrange in said building its library and collections, and shall have and enjoy the exclusive use of the whole of said building; providing, however, that the said library shall be accessible at all reasonable hours and times for general use, free of expense to persons resorting thereto, one or more of the reading rooms to be open and accessible to the public upon every day of the week except Sundays, from at least nine o'clock A. M. until at least nine o'clock P. M., and on Sundays from one o'clock P. M. until nine o'clock P. M.; and that there shall be established

and maintained in the said library a free circulating branch open to the public during the daytime on Sunday and during the evening of each other day of the week, as may be prescribed by the board of trustees.

On the 6th day of December, 1897, the Department of public parks adopted resolutions to the effect that it would proceed to construct the building in Bryant Park in accordance with the plans approved by the Board of estimate and apportionment, the said building to be constructed either of marble or Indiana limestone, or such other stone as may hereafter be suggested by the architects and approved by the trustees of the New York Public Library and by the Board of estimate and apportionment; the said building to be fireproof, walls of solid masonry, and plumbing, machinery, heating, ventilating, electric lighting, boilers, and all mechanical appliances to be of the most approved system; that Messrs. Carrère & Hastings are employed as architects and are instructed to proceed forthwith to prepare drawings, forms of contract, and specifications, and that they are to report as to the best method of removing the reservoir and as to the expediency of using the materials composing the reservoir or some part thereof in and about the erection and construction of the new building. On the 9th of December the Department of public parks entered into a formal contract with Messrs. Car-

rère & Hastings for their services as architects in the construction, equipment, fixtures, fittings, and accessories, and in the supervision thereof, in the erection and completion for occupation of the New York Public Library in Bryant Park in the City of New York.

The sketch plans, providing for a building about 350 feet in length and about 250 feet in width from east to west, giving shelving for about 1,500,000 volumes and seating capacity for about 800 readers in the main reading room, were published in the *Bulletin* of the New York Public Library for January, 1898, and exterior views in February, 1898, and January, 1900.

The plans and specifications for the removal of the Forty-second Street reservoir and laying the foundations for the new building having been approved the contract for this work was awarded to Mr. Eugene Lentilhon, and the work of removing was begun on June 6th, 1899.

The important features of the new plan are: provision for the lending department on the basement floor, entrance being from the centre of the building on Forty-second Street; provision for the needs of students and scholars in special reading-rooms on the second floor, which are not open to the general public and to which access will be given by special tickets; and general reading rooms freely open to the public, including a children's room, periodical room, newspaper room on the first floor, and large

reading rooms, seating about 800 persons, on the third floor, immediately over the main stack for the storage of books. This stack will be about 270 feet long, 72 feet wide, and 53 feet high, containing seven floors, and having a shelving capacity of about 1,250,000 volumes. Communication between the upper reading rooms and the stack is through a central delivery room over the centre of the main stack.

Among the special reading rooms may be named the children's, public document, newspaper, periodical, and patent rooms, and rooms for oriental literature, for sociology and economics, for mathematics and the physical and chemical sciences, for maps, for music, for the Bible collection, for Jewish literature, and several special study rooms for individual use. The east front of the upper floor will be occupied by picture galleries, the art room, and the department of prints. The administrative offices will occupy the south side of the building.

## VIII.

## CIRCULATION DEPARTMENT.

Headquarters are at the George Bruce branch, 226 West 42d Street. A list of the branches is given on page 3. All circulation branches have telephone connection. The Department contained, at the end of 1904, 445,496 volumes, and circulated for home use in that calendar year 3,566,453 volumes.

From the time the larger plans as to the activities of the New York Public Library began to take shape, a Circulation Department was contemplated, as will be seen by reference to the contract of December 8, 1897, between the city and the Library (page 62 of the Handbook); the first step came by the consolidation on February 25, 1901, of the former New York Free Circulating Library with eleven branches and about 160,000 volumes, its annual circulation being about 1,634,000 volumes. Shortly afterwards two other circulating libraries followed—the St. Agnes Free Library, on August 1, and Washington Heights Free Library on December 1; the New York Free Circulating Library for the Blind came in on February 21, 1903, and the Aguilar Free Library (with four branches) on February 24, 1903. On January 1, 1904, followed the Harlem Free Library and the Totten-ville Free Library, and on the same date the University Settlement Library at Rivington and

Eldridge Streets, and the Webster Free Library, heretofore maintained by the East Side Settlement at the foot of East 76th Street, were turned over to become branches. On December 31, 1904, the five branches of the Cathedral Free Circulating Library became part of the department.

Extension of the circulation part of the library system was made possible by the offer by Andrew Carnegie, Esq., on March 12, 1901, of \$5,200,000 for construction and equipment of free circulating libraries, on condition that the city provide the land and agree to maintain the libraries when complete. After the passing of a legislative act on April 26, authorizing the city to accept the gift, a contract was executed on July 17, 1901, between the city and the Library, the latter acting as agent for Mr. Carnegie. This contract provided that the city acquire not more than fifty sites in the boroughs of Manhattan, Bronx, and Richmond, upon which sites the Library is to erect buildings from funds provided by Mr. Carnegie; these sites and buildings the city leases to the Library so long as free circulating libraries are maintained in them, and agrees to provide in the annual budget adequate maintenance for them; the libraries so erected are to be open and accessible at all reasonable hours, free of expense, every day except Sunday, but including legal holidays, from 9 A. M. to 9 P. M.

By the beginning of 1905 six new branch buildings have been opened to the public, namely: Yorkville Branch, 222-224 East 79th Street, opened December 13, 1902; Chatham Square Branch, 31-33 East Broadway, opened November 2, 1903; 125th Street Branch, 224-226 East 125th Street, opened March 7, 1904; Tottenville Branch, Amboy Road, near Prospect Avenue, Borough of Richmond, opened on November 26, 1904; Tompkins Square Branch, 331 East 10th Street, on December 1, 1904; 67th Street Branch, 328 East 67th Street, opened on January 20, 1905. With the exception of the last, the branch libraries occupying these buildings were all previously-existing branches of the Circulation Department.

In addition to these six branches there were at the beginning of 1905 ten sites with buildings in process of erection, and seven sites for which plans were being drawn or considered, making a total of twenty-three sites secured in less than four years.

Regulations as to the use of the Department are comparatively simple. Any resident of the city, over ten years of age, may take out books by presenting on the form supplied for the purpose the name of a responsible guarantor. The guarantor acts as security from one to three years at his option; at the expiration of this time and upon receipt of notice to this effect by the card-holder, a new guaranty must

be obtained or the old one renewed. Card-holders of three years' standing, who have, during that period, violated none of the rules of the library, may be given cards that will be good until revoked for cause. A deposit of \$3 may be made in place of securing a guarantor, which sum is returned whenever the reader gives up taking books or secures a guarantor. When the reader's card is ready—that is, as a rule, within three to five days after filing the application blank—he is allowed to take out for home use two books (only one of which may be fiction) and one current magazine at a time. These must be returned, with his card, at such time as the rules prescribe. Current magazines may be kept three days, certain new books and others in great demand may be kept one week, others may be kept two weeks; any two-weeks book except such as are marked "not renewable" may be renewed for another two weeks, which renewal may be done by bringing the books to the library, by telephone, or by postal. The fine for keeping them over the prescribed time is one cent per day. Books not returned will be sent for at the expense of the borrower, who cannot take another book until all charges are paid.

Any book in any branch is available for temporary withdrawal by any other branch. If a book wanted by a borrower does not appear on the shelves or in the catalogue of the branch he

uses, the librarian will, if requested, learn from department headquarters whether or not the book is in any other branch. If in the department it will be temporarily transferred to the branch from which application is made, and from this branch it can be withdrawn under the general rules governing all books circulated for home use. To make this inquiry and secure the book usually takes about a week, depending, of course, upon rapidity of circulation at the home branch of the volume in question.

In nearly all the libraries free access is given to card holders to all books set aside for home use and for reference use within the building. Reading and reference rooms are attached to all libraries except eleven, and these eleven will have such rooms as soon as their new buildings are completed. In the list of branches on page 3, libraries without reading-rooms are marked by an asterisk.

The arrangement of books on the shelves follows in general the Decimal Classification of Melvil Dewey, *i. e.*, they are divided into the ten following general groups, general works, philosophy, religion, sociology, philosophy, natural science, useful arts, fine arts, literature, and history. For reporting circulation more intelligently, these groups are in some cases combined or subdivided, history (900) being, for instance, subdivided into history proper, biography, and travel.

